

VITAL MATERIALS REPORT FOR WEEK ENDING - 23 JULY 1954

1. <u>TYPES OF MATERIAL</u>	<u>DEPOSITS</u>	<u>WITHDRAWALS</u>	<u>BALANCE</u>
A. (Measured in cubic feet)			
Documents	0.3	2.0	171.2
Maps	0	0	43.1
Negatives	0	0	125.2
Cards (other than IBM)	0	0	<u>4.2</u>
			343.7
B. (Measured by actual count)			
Cards (IBM)	110,434	46,061	3,949,466
Film (Reels) 35mm	1	0	5,216
Film (Reels) 16mm	0	0	1,626

2. MATERIAL NOT ON MACHINE INVENTORY OR AVAILABILITY REGISTER

<u>OFFICE</u>	<u>CABINETS</u>
Commo.	1
OCD	1
OCI	1
ORR	1
** OSI	2
* DD/P	<u>31</u>
Total	37

3. ACTIVITY OF OFFICE PROGRAMS

A. Total Offices	21
1. Number of Offices Depositing	20
2. Number of Offices Not Depositing	1
(Audit Office-Letter of Exception 5 Feb. 1952)	
B. Number of Offices With Established Schedule	10
C. Number of Offices In Which Schedules are to be Established.	10
D. Offices Depositing This Week	12
E. Offices Delinquent in Depositing	2
(No deposit in last 30 days)	
Directors Office - No deposit since 18 June 54	
DD/I - No deposit since establishment of schedule on 11 May 54	